

SCHEDULE A

Job Description

POSITION:	Snow Groomer and Plant Operator
EMPLOYER:	Broken River Ski Club
LOCATION:	Broken River Ski Area, Craigieburn Forest Park, Canterbury

CONTEXT

The Broken River Ski Area caters for enthusiastic skiers, tele-markers and snowboarders wanting back to basics, friendly and uncrowded fun in the snow. Scenically located in the Craigieburn Forest Park, one and a half hours drive from Christchurch, it operates five rope tows; one day lodge; four accommodation lodges; a 7km access road and a funicular railway (the 'tram'). The Ski Area is open from early July to early October, weather and snow conditions permitting.

The rope tows service a large open basin but also provide easy access to the backcountry. Snow grooming is limited to beginner and intermediate areas, allowing off-piste conditions to be enjoyed on advanced terrain. The club operates an extensive snow safety programme and is a participant in the NZ Avalanche Information Exchange and Advisory program.

The Broken River Ski Area is maintained and operated by the Broken River Ski Club under lease and concession agreements with the Department of Conservation (DOC). A club subcommittee, the Winter Operations Team (WOT), manages winter operations on behalf of the club, including recruitment, training and oversight of ski area staff and volunteers.

The Ski Area Manager leads a small and committed 'on-mountain' team of highly qualified paid staff and unpaid volunteers during the winter season, responsible for daily operations including snow safety and grooming, rope tow and tram operation, access road maintenance, ski patrol, ski school, licensed canteens, catered and uncatered accommodation, bookings and sales.

A typical working day for paid staff is 9 hours of paid time plus unpaid meal & recreation breaks, with 5 days worked in the average week. Staff are required to be flexible and perform alternative duties to enable others to take time off. Shared accommodation is provided on the mountain for which a nominal Board is charged. Pay rates are competitive and other benefits of working at BR include a rewarding lifestyle, unforgettable alpine experiences and lasting friendships.

Broken River is connected to the national power grid and rope tows, huts and funicular railway (tram) are all powered electrically, with back-up in the event of mains power failure provided by 2 no. diesel generators. A PB300W Snow Groomer is used to maintain ski tow ramps and groom learner and intermediate areas and a wheel grader and front-end loader are used to maintain the road in winter. The club uses a small 4WD truck to deliver stores and remove rubbish.

For more information see www.brokenriver.co.nz

PURPOSE OF THE POSITION

To safely maintain and operate the Club's diesel generators and mobile plant and machinery to enable ski area access and operation, and provide other general assistance as may be required.

Reporting to the Ski Area Manager, this fixed-term role's duties and responsibilities include:

- Plan and perform work required to deliver snow grooming, generator operation and road clearance and maintenance, to ensure that:
 - Required snow shaping and grooming is safely completed
 - Back-up Generators are maintained in operable condition at all times
 - Ski Area Access Road and Carparks are cleared of snow and ice and graded to enable safe traverse by both vehicles and pedestrians
- Collaborate with the Ski Club Roads and Machinery Subcommittee to maintain plant and equipment and resolve any issues
- Assist with the operation and maintenance of the tows, tram, club truck, accommodation and day lodges, canteens and foot-tracks, as required

AREAS OF ACCOUNTABILITY & PERFORMANCE INDICATORS

- Groomer and other plant operations are safely delivered to the agreed levels of service and in accordance with regulatory, industry and club policies, processes and procedures
- The health, safety and wellbeing of staff, volunteers, club members and guests is prioritised and at the forefront of decision making at all times
- Plant and Machinery is maintained as directed by club technical experts with records kept of all pre-start checks, lubrication, fuelling, incidents, repairs and maintenance. Plant incidents and damage are promptly reported to the Roads and Machinery Subcommittee
- Plant is operated well within its performance limits at all times and Plant Operators do not attempt work that is beyond their knowledge, skills and/or experience, strictly following remote working protocols when working alone
- Snow Grooming:
 - Snow cover to tow loading platforms is shaped and maintained as directed
 - Learner and intermediate skiers and boarders have suitable ski terrain available
 - Park features for events are robustly built and made safe after the event
 - Care is taken to ensure grooming is only done when weather and snow conditions are suitable and that underlying vegetation or ground is not damaged or disturbed
 - Winch grooming is done only by Operators with winch training and experience, utilising tested and approved winch anchors.
- Back-up Generators:
 - are maintained and test-run regularly to ensure they will operate if required
 - All staff and volunteers know how to start generators and switch the power over
- Roads and Carparks:
 - The Access Road and Carparks are regularly inspected, including after every snowfall, heavy rain, high winds or severe cold event, to identify maintenance work required.
 - The Roads and Machinery Subcommittee is advised of any major slips or wash-outs to enable them to plan and lead the remedial works at the earliest opportunity
 - Fallen trees and rocks are moved off the road at the earliest opportunity
 - The Grader is used to clear snow off the road, with care taken to leave the gravel road formation in place, surface drainage maintained and no unsafe cambers created
 - The Wheel Loader is used to clear snow from the carparks and other areas the grader cannot easily access, with particular care taken to prevent ice build-up in carparks
 - Grit is applied to any smooth ice remaining on carparks and foot-tracks
 - Website snow reports and road signage advising visitors of road conditions, snow chain requirements and planned road works closures are kept up to date at all times

- All incidents involving harm to persons or damage to vehicles or property are immediately reported to the Ski Area Manager, with actions taken according to their instructions
- Support, in the form of technical skills and expertise, is proactively provided to other staff and volunteers responsible for the operation of tows, tram and other ski area facilities
- Any alternative duties assigned by the Ski Area Manager are satisfactorily completed

The Health and Safety at Work Act 2015 requires both employers and workers (paid or voluntary) to take all practicable steps to ensure worker safety at work and that no action, or inaction, by workers cause harm to any other person while at work. The Snow Groomer and Plant Operator may be given specific responsibilities for training and supervising others, including:

- Ensuring those present within the ski area are informed and able to ensure that they and others are not harmed.
- Ensuring staff and volunteers are adequately trained in the safe use of machinery, safety equipment and materials and use protective clothing and equipment appropriately.
- Ensuring that other staff, volunteers and guests are made aware of all hazards they may be exposed to, or create, while within the ski area and what to do if an emergency arises.
- Informing workers what to do if an emergency arises while at work.

WORKING RELATIONSHIPS

- a) Ski Area Manager - primary reporting, training, support and tasking
- b) Other staff & volunteers - assist and support
- c) WOT – support, advice and employment issues
- d) Club Committee and other Subcommittees - liaison, advice, technical direction and support
- e) Guests and club members - friendly customer service
- f) Neighbouring ski area staff, industry agencies and back-up operators - liaison and support

EXTENT OF AUTHORITY

Standard operating procedures, policies complied with and delegations assigned to the position exercised.

PERSONAL SPECIFICATIONS

Required Qualifications

- Full drivers licence – classes 1 and 2 with endorsements T&W
- Diesel mechanic certificate at NZQF Level 4, or equivalent, is desirable

Required Experience

- Experienced in driving in snow and ice
- 2+ seasons operating snow groomers. PB300 and winch experience is desirable.
- Proven competency in operating graders and wheel loaders in alpine conditions
- Substantive knowledge and experience in maintaining and repairing heavy machinery.
- A broad general knowledge of the maintenance and operation of buildings and mechanical facilities is desirable

Personal Abilities and Skills

Leadership

- Behaves with openness, professionalism and integrity
- Communicates clearly and succinctly and presents information with logic and empathy
- Uses sound judgment to make effective and timely decisions

- Remains calm, approachable and diplomatic at all times, particularly under pressure
- Values working collaboratively in a team environment.

Emotional Intelligence (Interpersonal Skills and Awareness)

- Demonstrates an ability to understand self and others
- Proactively listens to, engages with and learns from others
- Adapts to and works with people's differences to build strong relationships
- Considers the potential impact of their actions on the work and wellbeing of others.

Customer Service

- Values meeting the needs of customers
- Maintains good relationship with customers
- Fosters an environment where customer satisfaction is valued and delivered.

Management

- Has an excellent work ethic and is able to multi-task efficiently.
- Has an astute understanding and extensive experience of risk management processes
- Can think outside of a process or operation to see where improvements need to be made

Planning and Problem Solving

- Maintains a constructive and open approach when dealing with problems
- Is able to plan and delegate work, to meet exacting time-frames
- Can identify priorities and ensure time is allocated to these
- Is able to think of the consequences of actions over the short term and longer term

SPECIAL CONDITIONS

1. Must be physically fit, a competent skier or snowboarder proficient in off-piste conditions and able to work and show agility in an alpine environment
2. Requires own transport and experience in driving in snow and ice and fitting snow chains
3. Is comfortable with living in shared accommodation on the mountain with meals provided.

To ensure the employee is able to complete the required tasks as per their job description, the employer agrees to provide the employee the following personal clothing and equipment:

- a) Broken River uniform - all-weather jacket, trousers, and leather work gloves (one set, suited to the rope tow).
- b) Access to a two-way radio with chest harness/cradle.
- c) Rope tow harness and nutcracker.
- d) Bed, linen, duvet, and towels.

The employee is expected to provide some equipment for their personal use. The employer expects the employee to provide the following for the employee's personal use:

- a) Skis and poles or snowboard (or split-board).
- b) Ski or snowboard boots.
- c) Ski clothing, including spare gloves, glove liners, and a helmet.
- d) Transceiver
- e) Backpack with shovel, probe, and skins/snowshoes

Note: *The above statements are intended to describe the general nature and level of work being performed, not an exhaustive list of all responsibilities, duties, skills and other requirements. From time to time the Snow Groomer and Plant Operator will be required to accept and carry out other duties as assigned by the Ski Area Manager to contribute to the operation of the ski area.*